



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

March 6, 2020

A. Management Reports

1. **Manager's Notes - See weekly report**
2. **Finance Department - No weekly report**
3. **Public Works Department - See weekly report**
4. **Community Development Department - See weekly report**
5. **Police Department - See weekly report**
6. **Fire Department - See weekly report**

B. Calendar

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: March 6, 2020
Subject: Weekly Report

- **Small Cell Wireless Update** – Several updates regarding this issue.
 - The Village's communication consultant remained in contact with State elected officials regarding potential areas of legislation.
 - Review continued of potential updates to our municipal and possibly zoning code regarding this issue, following discussion at the March 2 Board Meeting.
- **Coronavirus Update** – Members of Village staff attended/participated in several meetings regarding this issue. This includes fire and police personnel reviewing appropriate first responder response issues. Representatives of the DuPage County Health and Emergency Management Departments addressed more than 25 Managers from communities in the County. Valuable information was provided regarding the Virus and municipal response. I also participated on a conference call with the Governor's office on Friday afternoon. Village President Austin participated in a call with the Metropolitan Mayor's group on Sunday evening. We have provided communication with Village employees to discuss potential personal and operational impacts. Finally, a page has been set up on our website to provide information and updates for public consumption. This includes links to agencies such as the Health Department that have the most up-to-date information.
- **DMMC Managers Committee Meeting** – I attended this meeting at Glen Ellyn on Thursday afternoon. The primary topic of conversation as the Coronavirus issue, though we also discussed census issues and small business development.
- **DuPage Water Commission Budget** – The preliminary budget for the Commission has been released. Attached is the Executive Summary. Of particular note is that they are NOT proposing an increase in their rates. This will relieve pressure on our budget and help reduce the need for the Village to increase rates in the future.
- **ACS Cloud Server** –A hardware problem was revealed during final testing. Staff is working with the contractor to find a solution, but the "go-live" date has been delayed.
- **Meeting with Republic Services**: Assistant to the Village Manager Creer and I met with Republic representatives to discuss a potential extension of our agreement for waste services. The existing agreement runs through the end of the calendar year.
- **Senior Accountant Recruitment**: We are excited to welcome Kari Krzemkowski to our team as the new Senior Accountant. Kari brings with her many years of experience at the executive financial level for various not-for-profits. We are confident that she will be able to hit the ground running as we enter audit season.
- **Office 365 Implementation**: We completed an internal audit of our outlook/office accounts and are moving forward with a full implementation of the office 365 suite. This will allow for new collaborative tools, enhanced security, and cost savings.

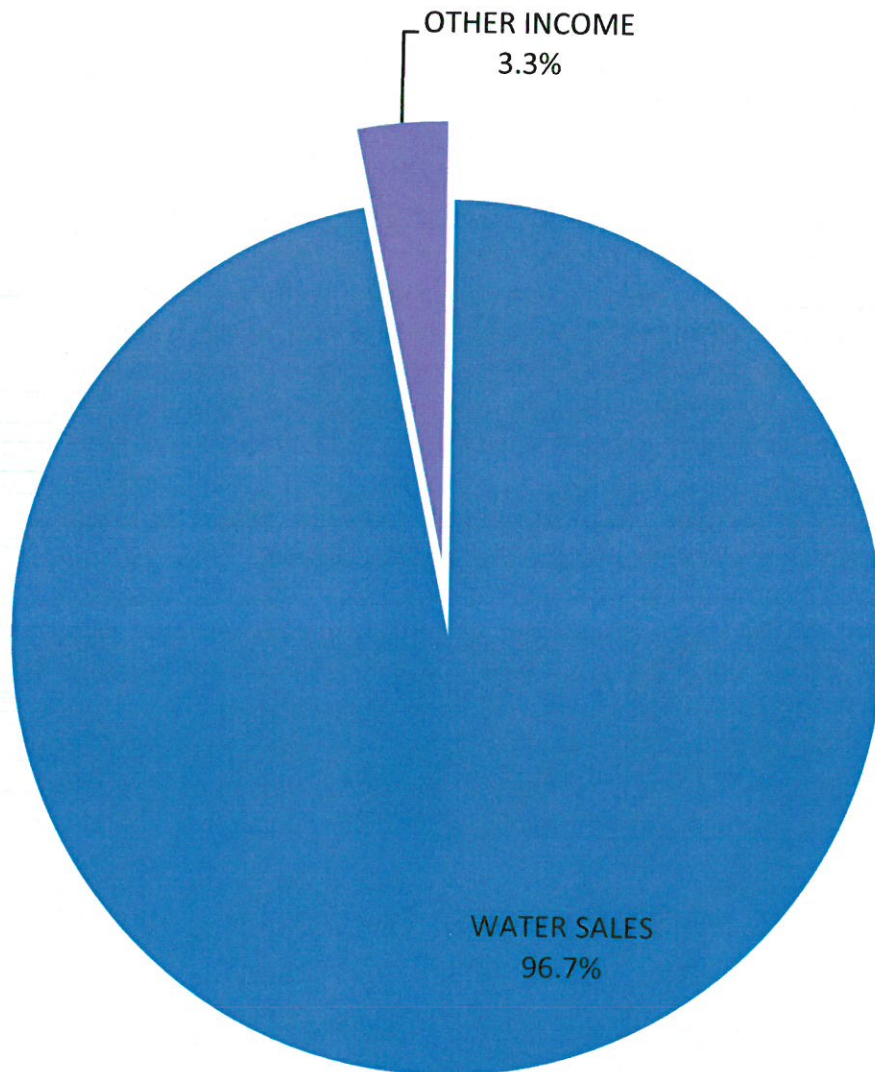
Enjoy the weekend!

**DuPage Water Commission
Tentative Draft Management Budget
May 1, 2020 to April 30, 2021
Executive Summary**

- With this Tentative Budget for fiscal year 2020-2021, the Commission continues to be a self-sustaining water utility, operating almost entirely on our water sales. The Commission continues to hold the line on spending while maximizing efficiencies.
- On May 13, 2019, the Village of Bartlett became a subsequent customer and started taking their water supply from the Commission. Bartlett will be the Commission's sixth largest customer with an average day demand of approximately 3.2 million gallons per day. The additional revenue the Commission will gain from Bartlett for water sales, capital cost recovery charge (buy-in) and interest should help to minimize future water rate increases for all Commission customers.
- This Tentative Budget for fiscal year 2020-2021, which goes through April of 2021, reflects no increase in the Commission's total water rate. The water rate will remain the same as last fiscal year at \$4.97 per thousand gallons. The Commission, however, anticipated a water rate increase from the City of Chicago based on the increase in the Consumer Price Index from December 2018 to 2019. Their increase is estimated to be 2.45% or \$0.10 per thousand gallons for fiscal year 2020-2021.
- The Commission has done an outstanding job at minimizing water rate increases for our customers. The Commission's total water rate back in January of 2015 was \$4.95 per thousand gallons. Since January 2015 through this proposed budget year, our total water rate has increased only 2 cents per thousand gallons.
- Looking at household affordability for drinking water, an average family of 4 in DuPage County using approximately 10,000 gallons per month, typically have seen their water bills increased by only 20 cents per month due to the Commission's water rates since January of 2015. That's less than one penny per day.
- The Commission has been able to maintain and minimize its water rates since January of 2015, even considering the following:
 - the water rate increases from our supplier, the City of Chicago, which will total \$0.27 per thousand gallons (which includes anticipated increase for this budget year);
 - the loss of approximately \$35M annual revenue with the sunseting of the sales tax in 2016;
 - a decrease in water sales of approximately 3% (even with additional water sales to Village of Bartlett) and
 - a much larger capital plan.

- Total budgeted revenues decrease by \$2.0 million versus the fiscal year 2019-2020 budget. The main drivers are as follows:
 - On May 1, 2020, the total Charter Customer's water rate will remain at \$4.97 per thousand gallons, with operations and maintenance rate being \$4.97 per thousand gallons and fixed cost equivalent remaining at \$0.00 per thousand gallons.
 - The Commission budgeted water sales revenues are expected to decrease based upon the projections and current trends.
 - The interest income is budgeted to increase in due to additional interest income related to the Village of Bartlett project and better rate of return on the Commission's current investments.
- Total operating expenses (excluding construction) increase by \$2.0 million versus the fiscal year 2019-2020 budget. The main drivers are as follows:
 - The total budgeted costs for water purchased from the City of Chicago increases from \$105.4 million to \$106.0 million, which is an increase in that expense by \$0.6 million. This amount is based on the expectation of purchasing slightly less water from the City compared to the last fiscal year, offset by a water rate increase from the City based upon the consumer price index from December 2018 to December 2019.
 - Personnel services are budgeted to increase related to wage and salary adjustments, overtime, pension and medical benefits.
 - Professional Services are budgeted to increase related to contractual services for corrosion protection services and additional water conservation programs.
 - Depreciation expenses are budgeted to increase from the previous fiscal year's budget due to recent completion of some capital projects.
 - All capital construction expenditures for fiscal year 2020-2021 have remained separated from operating accounts. The Commission has also included a Five-Year Capital Improvement Plan for 2020-2025.

**DuPage Water Commission
2020-2021 Budget Projection
Revenues \$129,539,034**



MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: March 6, 2020
Subject: Weekly Report

1. Work was advanced on building a pedestrian bridge for Richmond Gardens. The frame is now complete and we received the Trex delivery on Thursday. Decking will go in next week.
2. Curb lines were cleaned north of the railroad tracks and we started on curb lines south of tracks.
3. The backhoe was used to tamp down wheel ruts at various locations north of the tracks. We will shift over to the south side next week. We will then move to adding dirt and seed at various locations as weather and schedule allows.
4. Miscellaneous tree trimming was completed this week. Crews used a chipper on loan from the distributor as they are testing new equipment for purchase.
5. Additional stump grinding occurred. While no topsoil was available, these areas will be restored once the topsoil becomes available.
6. Consultants were brought in to assess options for repairing the floor in the public works garage.
7. We met with the original builder of the salt dome which is now 20 years old. We plan to re-roof it this summer.
8. Documents were submitted to IDOT for bidding out the replacement of the Eastern Avenue Bridge. We are scheduled for the June bid cycle assuming the grant funded portion is available.
9. A light pole was reinstalled on Burlington Avenue opposite the Clarendon Hills Bank. Invoices were submitted to the driver's insurance company.
10. DPW staff continue to monitor and clean the temporary train station. A hinge was broken and the contractor is working on getting parts to repair.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: March 6, 2020
RE: Department Report

1. **Downtown Revitalization Project/Train Station Improvements.** ComEd has redirect the lower overhead power lines along platform and is expected to redirect the higher voltage lines next week. This work is necessary to make way for the retaining wall construction. Once completed we will be able to continue excavation along the inbound platform and then the construction of the new retaining wall and shelter system. Project updates can be found at www.clarendonhills.us/dtrupdate.
2. **Downtown Revitalization Project/County Water Quality Improvement Program.** Last Tuesday the Village was notified that the Village's Downtown Revitalization Project has been awarded a grant from the County's Water Quality Improvement Program. The Program can fund up to 25% of the water quality related project costs. The qualified improvements associated with the Village's Downtown Revitalization Project include green roof facilities, rain gardens, native landscape restoration, pavement removal, bioswales and educational signage. The funding amount awarded to the Village was \$90,000 or approximately 19% of the reported qualified improvement costs.
3. **War Memorial Update.** The war memorial plaque in front of Village Hall has been removed and is protected in storage. Last night, Carlos Campbell received troop approval of his Eagle Scout Project to restore and to reinstall the veterans plaque at its new location closer to the Village Hall building. A commemoration ceremony is expected for early fall 2020.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: March 6, 2020
Subject: Weekly Department Report 2020-03

1. Fire Prevention Bureau Activity during the past week.
 - Inspections for 2020 have begun.
2. Training Report:
 - Wednesday evening, twenty-two (22) firefighters attended fire suppression training. Firefighters trained in the classroom on fire behavior.
3. Emergency Medical Services Report:
 - Over the past 5-6 weeks we have been getting many messages from the IDPH and Loyola regarding the Coronavirus. Paramedics and EMT's have special precautions to take to determine if someone might have this and also how to protect themselves and others. Du-Comm also has procedures in place regarding this. Special questions are asked when taking 911 calls. Also if a Coronavirus is suspected, Du-Comm has a system in place to warn first responders.
 - On Wednesday a MABAS Division 10 Chief's meeting was called to discuss the Coronavirus plans and we are currently implementing an Incident Action Plan (IAP) for this type event.
 - We continue to work with the DuPage County Office of Emergency Management, DuPage County Health Department, Loyola EMS System and area fire departments to share information.
 - Lt. Dave Godek has been very busy this week acquiring additional protective clothing and supplies for infection control. All of this information has been passed on to all department EMT-B's and Paramedics. Additional equipment has been placed on all responding vehicles. Additional decontamination procedures are also now in place.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - No report.
6. Du-Comm Report:
 - Du-Comm is also prepared for the current events regarding Coronavirus. They are asking additional information when taking 9-1-1 calls. Also additional information as appropriate will be sent to Firefighter, Paramedics and Police Officers responding to medical calls.
7. Vehicle maintenance:
 - No report.

8. Incidents of Interest:
 - No significant calls of interest.
9. Mutual Aid Calls:
 - None
10. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
 - The fire department responded to eighteen (18) emergency calls in the past 7 days.

If you have any questions or require additional information, please contact me.



VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 5, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

***Prevent theft. Lock your homes and cars. Do not leave valuables out in the open.
Leaving property unsecured invites criminals into town.***

Training and Events:

- The written test for probationary police officer took place on Saturday. Of the 39 applicants taking the test, 25 received a passing score. The next step is the oral interviews.
- Officers received communicable disease roll call training.
- Officers completed on line training

Significant traffic and criminal activity during the past week.

On February 29, 9:30am, officers responded to the 100 block of Byrd Ct. for a burglary to motor vehicle report. The victim discovered that someone removed the house keys from the key ring that she left in her unsecured car.

On March 1, 8:10am, officers stopped a Bolingbrook resident for speeding and improper lane usage on Rte. 83. The driver displayed indicia of intoxication and was ultimately arrested for DUI. The driver was processed at the station.

On March 2, 1:49pm, officers responded to an office at 115 55th, for a theft report. The complainant advised that a former employee did not return a laptop that was issued. Pending.

On March 2, 10:19pm, officers responded to the Jewel Foods for a report of an armed robbery. Witnesses advised that the offender, who stole a bottle of liquor, pulled a knife on an employee as the employee attempted to stop him from leaving the store. Once outside, the offender fled on foot towards the PNC Bank. Detective Robak was able to identify the subject. Charges are pending.

On March 3, 3:08pm, officers responded to the apartment building at 322 Park Ave. for a criminal damage to property report. The complainant advised that at 3:00am, a white female, who was in the vestibule banging on the door and buzzing residents, damaged the lobby window. Pending.

On March 4, 10:53pm, officers responded to the 200 block of Woodstock for a domestic dispute. Officers are working with the family.

March 2020

Su	M	Tu	W	Th	F	Sa
1	<u>2</u>	3	4	5	6	7
8	9	<u>10</u>	11	12	13	14
15	<u>16</u>	17	<u>18</u>	<u>19</u>	20	21
22	23	<u>24</u>	25	26	27	28
29	30	31	1	2	3	4

Village Calendar**Downtown Design Review Commission Meeting****March 10, 2020, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)**Village Board Regular Meeting****March 16, 2020, All Day @ Board Room**[More Details](#)**Chamber of Commerce Meeting****March 18, 2020, 9:00 AM @ Board Room**[More Details](#)**Zoning Board of Appeals and Planing Commission (ZBA/PC) Meeting****March 19, 2020, 7:30 PM @ Board Room**[More Details](#)**Special Events Committee Meeting****March 24, 2020, 7:00 PM @ Board Room**[More Details](#)

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